

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

OK Notice PM-1391

For: State and County Offices

FY 2004 Awards Program

Approved by: State Executive Director



1 Overview

A Background

As part of a Department wide initiative, FSA adopted the Service Center Common Policies Awards Program for employee recognition. All employees are eligible for awards under conditions of the new policy which is explained in 7-PM (Rev. 7), Exhibit 5.

B Purpose

This notice provides additional information relating to the Oklahoma FSA Awards Program for FY 2004.

Disposal Date	Distribution
August 1, 2004	County Offices

2 Instructions

A Limitations

Not all aspects of the policy will be implemented. Awards will be limited to cash, time off, quality step increases and keepsakes.

References to savings bonds and gift certificates are to be ignored.

Nominations shall be submitted on the AD-287-2 (Rev. 7/94)

For questions regarding this notice, please contact Jan Courtright at the State Office.

B AD-287-2

Award nominations are to be made on the AD-287-2 (Rev. 7/94) The Administrative Specialist shall be the reviewing official (Block 21). The SED will be the approving official (Block 22) for all awards. The SED title is to be entered in that block.

Follow Exhibits 1, 2 and 3 of this notice for instructions on completion of the AD-287-2 except for the following blanks:

- Case: Leave blank, STO will assign
- Block 8: Accounting Code; leave blank
- Block 11: Enter the wording to appear on the certificate.

Written justification for employee awards shall be in narrative form. See 7-PM (Rev. 7), Exhibit 5, page 6

C Nomination Deadline

Nominations are to reach the State Office, Administrative Section by April 2, 2004.

Approved awards (CO and GS) will be processed by the STO for payment. County Offices do not process awards through NFC.